



MONTHLY COUNCIL MEETING MINUTES

TUESDAY, JULY 27, 2021

LOCATION/TIME - 1:00PM IN PERSON IN THE FIRESIDE ROOM

Council: Murray Hill, Anita Thompson, Ashley Orton, Norm Reid, Bob Hyde, Ron Plankeel, Cee Mann

Strata Mgt: Ross Ruddick & Jesse Train

Regrets: There were no regrets.

STRATA COUNCIL – 2021/2022

EXECUTIVES

Murray Hill - K406
Bob Hyde - T102
Cee Mann - T172
Anita Thompson - W325
Ashley Orton - T243
Norm Reid - T302
Ron Plankeel - T272

COMMITTEE ASSIGNMENTS

President, Townhouses,
Vice President, Finance
Secretary, Clubhouse,
Treasurer, Minutes, Social Committee
Security & Privacy, Volunteers, Ponds & Fountains, Website,
Apartments, Irrigation,
Bring Forward, RV Committee, Landscaping

CARETAKERS

John Unger Hours: 6:00 AM-3:30 PM-Most weekdays
Valerie Morris Nights/Weekends
(604) 834-4578 chelseagardens1416@gmail.com

STRATA MANAGER: CROSSROADS

Senior Strata Manager: Ross Ruddick ross@crpm.ca
Strata Manager: Jesse Train jesse@crpm.ca

1001- 7445 132ND STREET, SURREY, B.C. V3W 1J8
Phone: (778) 578-4445 Fax: (778) 578-4447

EMERGENCY CONTACT 24 HOUR SERVICE (778) 578-4445

Calling afterhours for an emergency you will be asked to press "1".
This takes you to our afterhours 24/7 Call centre who will then contact
the Strata Managers (or their back-up) at home or cell phone.

Owners are advised that they should retain their electronic or printed copies of the minutes for future use. Should an owner decide to sell, most prospective buyers will usually request two years' worth of minutes and, if you do not have them, there is a charge of .25 per page from CrossRoads for this service. Retaining the minutes will help you and/or the buyer avoid this charge. PDF copies can also be obtained from the Chelsea website: www.chelseatoday.org

MOTIONS MADE BY COUNCIL MEMBERS ARE CARRIED UNANIMOUSLY UNLESS NOTED

(1) CALL TO ORDER

Murray Hill, President, and a quorum being present called the meeting to order at 1:00 PM.

(2) ADOPTION OF PREVIOUS MINUTES

It was **MOVED** and **SECONDED** to adopt the minutes of the June 15, 2021 meeting.

CARRIED

(3) CARETAKER REPORT FOR JUNE 2021

I'd like to take the opportunity to say thanks to all those that have been volunteering their time with clean up, pressure washing, fixing pumps, putting in new camera's and to those in the Windsor that have stepped up to the plate to help do the daily cleaning of the building while we are in the process of hiring a new cleaner. A thanks as well to Ed Kobus for sealing all the gaps around the pool deck.

Room rentals have again started up as well as a 50% capacity for the Fireside room, (20 people). When renting rooms for guests please be aware that if cancellation of rooms happens within a 2-week window of the guest arriving there is no refund given, no food or drink allowed other than bottled water. All bedding is to be supplied by the renter, (Sheets, pillows and blankets). Fireside must also be cleaned out after your event with the place left as you found it or better. Garbage must be removed and disposed of.

Sprinklers are not allowed to be on during off days and hand-held watering only for gardens. Watering of lawns can be done on Wednesday and Saturday morning only from 5.00am until 9.00am in the morning. This is a bylaw for Surrey as well as the rest of the lower mainland.

In the week of July 11th, we had a homeless visitor trying patio doors. It is important to make sure your doors are locked as well as vehicles. In this case both units that saw the intruder phoned 911, and case numbers were assigned. There is a much better chance that the RCMP will respond if they know the trespasser is still on site at the time of reporting.

As you may have noticed there have been coyote warnings posted. They are still around so be extra careful when walking your dog's / cats.

Kensington is once again in full swing to complete the renovation. Carpets have been delivered and the work to remove the old carpet has begun. We are anticipating that the inconvenience will be about one week for completion.

Please make sure that Emergency Forms are filled out in a timely manner when move ins occur. If you have had changes to your current living arrangements, be it someone else moving in with you, change of phone number, new pet or one that went to the kennel in the sky it is important to make sure our records are accurate and current.

There were a number of checks done on the water pressure coming into units. If you have the opportunity the check takes a few minutes and could save you grief in the future. Water pressure should be between 50 – 70psi max and it has been discovered that some of the pressure is as high as 110. When boiler maintenance is

done the water pressure should also be checked. We have a pressure gauge in the office if you would like to schedule a time to have it checked.

With another heat wave about to come our way please do the neighbourly thing and check up on each other to make sure everyone is staying hydrated and safe.

Just a reminder to all those that are using the club house facilities. You must still sign in to use the pool/ pool deck and only your unit number is required. Exercise room, Billiards are now exempt from Covid tracking because these are **residents only**. The pool is open to all and so tracking is still required as well as for the Hot tub. If you are in the pool and plan on using the hot tub you must sign the Hot Tub sign in sheet located between the men's and women's change rooms. The Hot Tub is still for residents and their guests 19+ only and if a time has been booked in advance it is only for the person listed on the signup sheet that is allowed in the tub.

I know I am going to sound like a broken record, (for those that know what a record is), but there is a protocol that needs to be followed when using the pool. SHOWER before entering the water and not just a twirl around but a good shower. Since the pool is open to all now the amount of lotion and sunscreen scum is definitely more visible. There is also a ban on certain types of sunscreens and there has been a recall on many products that contain Benzene. These although are meant to protect against Melanoma, cause cancers such as Leukemia, Lymphoma and Myeloma and are found in aerosol dispensers as well as some lotion types of sunscreens. The sunscreen residue on the furniture is a clear indication of the impact it has on water quality. The amount of hair in our skimmers and floating on the pool surface is also noticeable. For those with long hair please tie it back to prevent the hair from going into the skimmers and floating on the water. This also applies to bandages. If you have open sores, you are not permitted into the water. July 27, I removed 4 bandages from the skimmers and two that were stuck to the deck. This is a daily occurrence. I would also like to mention that personal hygiene such as shaving is not to be done in the change rooms but at home. The sink in the men's change room is the telltale that this is happening.

I will be on vacation from July 30th and back again August 16. With 4 grandchildren in the house 6, 3, 1, and 1 month I have a feeling my vacation will consist of picking up toys, and picking up more toys, and as my 6-year-old grandson told me that there is a possibility I could also have a 5-minute time out. To all have a safe August.

John

(4) FINANCIAL REPORT - ANITA

- a) The Treasurer reviewed the Financial Statements for the month of **June 2021** with Council. It was **MOVED** and **SECONDED** to approve the financial statements prepared by CrossRoads Management. **CARRIED**
- b) The Strata Manager provided Council with a report on arrears and fines.

Water usage for the first third of our fiscal year (March - June 4 months).

There was quite a dramatic increase in the amount of water used at Chelsea Gardens. Last year for the first 4 months was \$52,953.92 and for the same first 4-month period this year was \$61,401.39.

We had an increase of 11% (2,784 cubic meters) of water used compared to the same time period last year, that caused an increase in the amount we had to pay of 16% (\$8,683.47). This included the yearly increase that Surrey sets for the price of water each year. Water costs \$2.24 per cubic meter.

Please be careful in how much water you use.

The trash and treasure day cost us \$4,824.75 which is up from the last couple of years.

As I have said before, council please be aware of what you are spending money on. While the Treasurer advises Council on expenditures, it is the entire Council that approves them so Anita stressed the importance of deferring non-essential spending.

It was **MOVED** and **SECONDED** to allow some expiring GIC's to lapse and have the funds in the CRF bank account as the interest is higher in the bank. **CARRIED**

As noted in John's report, the use of sprinklers outside of the permitted days and hours can lead to fines being imposed by the City of Surrey. Such fines would be charged back to the owners in violation.

(5) BUSINESS ARISING FROM PREVIOUS MINUTES

- **Kensington Painting / Carpet Project** – Underway
- **Windsor Painting / Carpeting Project** – Carpet has been selected.
- **EV Charging**– Information attached separately.

The EV committee had a meeting a few days ago and crafted the following permit/Bylaw in regard to Townhouse Level 2 EV Charging installations.

Townhouse Electric Vehicle Level 2 Charging installation.

Due to the nature of the townhouse electrical power distribution, it is essential that present and future Level 2 Electric Vehicle (EV) charging installations are carried out in a manner that will not over tax the electrical system.

The following is not applicable for Electric Vehicles that utilize a standard 115-volt trickle charge plug in.

An electric vehicle level-2 charging installation must include a load share device that will disable the EV charging circuit when the kitchen Range is in operation with the installation limited to a 240 volt /40 Amp circuit. The installation must have council written permission and be carried out or inspected by a licensed, bonded and insured electrician with the applicable Electrical permit issued.

After discussion by Council, it was **MOVED** and **SECONDED** to adopt this as a policy that will be used for all requests to install Level 2 charging stations in townhouses. **CARRIED**

The EV Committee then discussed charging in the apartments and recommended an expenditure of \$4000.00 to develop an EV ready plan. This will be retained as a "bring-forward" item to go the Resolution Committee in advance of the 2022 AGM.

- **Trash and Treasurer Re-Cap** – The costs for this did increase this year and it may have been that, due to Covid 19 considerations, our exclusion of the public meant that more items were not taken.

- **Depreciation Report** – Council to review at a separate meeting
- **Cell Phone Enhancements** – Waiting for Telus and Rogers.
- **Solar Panels**

Since last Council meeting, Brad Gordon of Rikur Energy based in Burnaby, met with some Council members. He gave us a proposal for the Clubhouse and did an inspection of the flat roof area of the Clubhouse.

Select particulars from the report and discussions:

- Estimated cost to install a system on the Clubhouse roofs would be \$48,450;
- Yearly Hydro savings estimated at \$4,188 (349/month), \$127,763 savings possible over 25 years;
- Payback period estimated as 9 years;
- Lifespan of solar panels is at least 25 years (estimated efficiency of panels is 85% at 25 years old);
- The existing roof membrane needs to be replaced before solar panel installation;
- Maintenance of the panels once installed is minimal;
- There would not be any opportunity to sell surplus energy back to BC Hydro because of the high amount of electricity used by the Clubhouse (solar panels would supply approx. 24% of the power used);
- There may be installation rebates available from BC Hydro, but this needs to be investigated.

Rikur Energy is also closely associated with Coast Mountain Roof Ltd., an established roofing installation company. Discounts may be available if they were to do both the roofing replacement and solar panel installation.

Future research could include contacting other installation companies, investigating solar panels for the condo apartment roofs, investigating solar for townhouses, and researching possible rebates.

This was placed on the “bring-forward” list for discussion in 2022.

(6) CORRESPONDENCE

- Received Inquiry from several owners regarding washing windows in the apartments. The Council directed the Strata Manager to obtain quotations for the apartments, townhouses and clubhouse to see whether the current budget can absorb this.
- An owner wrote to respond to Pet Bylaw Warning letter received. The Council, after discussion and noting that the violation had been witnessed by multiple owners **MOVED/SECONDED** and **CARRIED** impose a fine of \$50.00.
- An owner wrote to inquire as to the change in the schedule of landscaping company. This has been discussed with Shawn and, while there are weeks where they are on site for one day, that is not always the case and the overall service level has not dropped.
- An owner wrote to inquire of cabbages being planted in gardens. The Council notes that there is no bylaw (other than the permission of owners to plant annuals) to address this and it will be a “bring-forward” item to discuss in 2022.
- Council discussed some damages to 3 pathway lights and, while they cannot identify who may have caused the damage, the strata manager was requested to discuss this with the landscapers to ensure that any damages are reported.
- An owner wrote to discuss some decorative lights on a balcony and Council notes that there is no bylaw violation.

- g) An owner wrote to advise of what appears to be votive candles on the edge of a balcony. Council investigated and these are battery operated.
- h) An owner wrote to report Flags being displayed in contravention of bylaws. The Council noted that the majority of the units in violation have since come into compliance with the bylaws but any others still in violation will be sent a letter.
- i) An Owner wrote with concerns about a previous Council decision to allow individual owners to park vehicles in the RV lot. This decision was made after consultation with the RV Committee as the revenue was welcomed and those vehicles would have to move should the space be required for RV's. It will go to the "bring-forward" committee for discussion in 2022.
- j) Correspondence regarding the placement of bark mulch was discussed along with the owner's request to do this work. That request was made after the work had been done and, while Council would have approved it, the process was not followed. It was **MOVED/SECONDED** and **CARRIED** to impose a fine of \$50.00 for not following the bylaws of making a request for alterations in advance. Please ask first before doing any alteration.
- k) An owner wrote to express concerns about potted plants on top of balcony railings. This is a violation due to safety issues and, after a council member confirms the various unit numbers (as there were many units identified) letters will be sent to each owner.
- l) Council had an in-camera session regarding a dispute between two apartment owners.
- m) The Windsor Decorating Committee requested that Anita Thompson be the liaison between them and the Council and this was approved.
- n) An owner wrote requesting authorization to make some landscaping alterations and this was approved.
- o) Request for Service Work – Owner inquired about getting heat lamps in the gazebo. This is not possible under the current budget.
- p) An owner wrote to inquire of her in-floor heating in her unit. The Strata Manager will ask our flooring contractor to contact the owner.
- q) An owner wrote to complain of a neighbour smoking in their unit with doors and windows left open. While it is not permitted to smoke on a balcony and the owner is smoking inside, this is a violation of the nuisance bylaw and a letter will be sent.
- r) An owner wrote with concerns of the placement of artificial ivy placed on balcony railings as privacy screens. This is not a violation as there is no permanent alteration to the envelope.
- s) Correspondence was reviewed, in camera, about an owner dispute and the Strata Manager was directed to send a letter to the owner.

(7) COMMITTEE REPORTS

a) APARTMENTS– NORM

- Mira Floors will be starting to remove the carpet in the Kensington starting Monday July 26. The installation of the new carpet will start Aug 2. The new baseboards will be installed after, then finish with the inspection to make sure everything is done to council's approval and the consultants.

b) TOWNHOUSES– MURRAY

- We have started to do more garage doors now, Casp is waiting for more doors and I have given them a list of 18 to start. If owners are feeling their door is in need of replacement please put in a work order, as we will be replacing another lot in the fall. Jeff is continuing to work on rot, please ensure you don't have soil up against your townhouse as this is a big cause of the rot. Lloyd has

repaired some of the path lighting that was damaged, if you notice broken path lights, please report it. Hose bibs are being replaced by Westech shortly, as there are a number of them leaking. We just had the pump for the stream repaired and will be removing algae and refilling shortly. Jeff is renovating the Gazebo as it was in need of refurbishment. Tru Level will be here in the fall to do driveway and walkway repairs, if you have an issue, please put in a work order. There have been a couple of vehicle break ins at the townhouses, and attempted break ins at the condos. Please ensure your doors are locked and call the police if you notice anything suspicious going on in the complex.

- The irrigation is all up and running now if you notice anything not working, broken heads, etc. Please report it to us to help keep our water usage down.

c) **CLUBHOUSE – CEE**

- While the guest suites are now available for booking, the rental agreement will be modified to note that the Strata Corporation accepts no liability for any Covid-19 transmission.
- Council discussed the private use of the Fireside Room and it was **MOVED/SECONDED** and **CARRIED** to pass a new rule to read: The Strata Council can grant approval to requests to rent the Fireside Room provided that there is no conflict with events or activities scheduled for the Strata Council, the Social Committee or organized users groups. Capacity could be limited based on orders of the Chief Provincial Medical Health Officer and/or Fraser Health and the Council has the option of repealing this rule once the clubhouse is fully opened.

- A request to restart Movie nights every 3rd Sunday at the Fireside room 6pm to 10pm (to allow for setup/cleanup) was approved by Council with the dates below:

Aug 22, 2021, Sep 12, 2021, Oct 3, 2021, Oct 24, 2021, Nov 14, 2021, Dec 5, 2021

This approval is conditional should there be conflicts with other user groups.

- A request to re-start the dance group in the Fireside Room was approved for Thursdays from 12:30 PM until 5:00 PM until September at which time they will switch to Wednesdays in the same time period.
- A request to re-start the “Scribblers” writing group on every Wednesday from 10:30 AM to noon in the library was approved.
- A request to re-start the use of the Fireside Room for the walk-away exercise class on Mondays and Thursdays from 9:30 AM to 10:15 AM after the closure of the pool was approved.

July 27, 2021 – Clubhouse Report presented by Cindy Mann, Council Member

- On Thursday of last week, I met with Terry Hyde, member of the Social Committee to discuss the reopening of the Clubhouse. We spent approximately half an hour touring each room to see what work is required to be completed prior to opening the doors to various functions previously enjoyed by the residents of Chelsea Gardens
- It was noted that the following areas need to be addressed and perhaps seek the assistance of some volunteers:
 1. That all the rooms i.e., The Fireside Room, The Fireside Mezzanine, The Pub, The Billiards Room and the Library require a thorough cleaning and dusting.
 2. That on the Mezzanine card room, there appears to be a very large screen and large speakers that need to be removed. Also, there are some pictures that need to be put up on the walls and a Chess Board that needs to be wrapped up and put in storage if no longer used.
 3. That the mantel piece at the top of the fireplace be completed in the Fireside Room.

4. That the "smoke pit" in front of the Clubhouse be removed from its current position and placed in some other location so that it is not so visible. Also, each time someone is smoking, the smoke carries into the Clubhouse if there is even a slightest breeze.
 5. That the dishwashers and the ice machine (even though they were paid for by the Social Committee, they now belong to Chelsea therefore responsible for any on-going maintenance), require servicing.
 6. That First Aid boxes need to be checked on a regular basis to ensure they are fully equipped.
 7. That WI-FI signs are put back on the walls where they belong.
 8. That the umbrella stand is cleaned and painted.
 9. That the electrical covers are all put on the walls that might have missing numbers.
- There was a request that all the chairs in the Library and the Pub should be sanded down and polished. There was some discussion about perhaps adding a budget item for next year and that would be to change the toilets to higher ones that are 17" seeing that most people have issues with their knees.
 - We further discussed the dates for reopening to bring back some sense of normalcy. I was advised that the Social Committee is not feeling comfortable opening for any functions at this time but are considering perhaps September 1st.
 - It was suggested by Council that Cee discuss the sanding of the chairs and the mantel piece with the workshop committee.

d) SAFETY AND SECURITY – ASHLEY

- Four cameras in the Windsor underground parking have been installed. This finishes the Security Camera upgrade for this building. The cameras are located on either side of the car gate and by the recycle and garbage areas. Thanks to Victor and Zenon for their help and expertise.
- Apex security will be working on improvements for the FOB and Enterphone systems.

e) LANDSCAPING – RON

- Chafer bug will be dealt with in Aug, waiting for some rain. A townhouse owner registered a complaint to John that pruning is not done. Shawn says the owner has been doing his own pruning for 3 years as a personal preference. Owner was not aware of the WO request.
- Asked owner to fill a WO out in the future
- An owner asked why her sidewalk is no longer cleaned. Mentioned that the sidewalk for each Townhouse is not cleaned on a weekly basis.

f) SOCIAL COMMITTEE

Summary of Chelsea Gardens Social Committee Meeting for June 2021

- When the Social Committee met, it was nice to look forward to planning activities again.
- The weather was very cooperative this Canada Day. It was great for everyone enjoying the many neighbourhood parties, and although it was a little warm for our Chelsea Dancers, they still did a great job entertaining us, and encouraging us all to dance with them. 138 people bought tickets for our picnic boxes, and we finally put a little money toward replenishing our coffers.
- We are planning to have a minimum of two Food Trucks on site on August 8th and have started planning a party for New Year's Eve.

- Fraser Health is allowing us very limited seating in the Clubhouse, so we are hoping to really get things started in September, with a return to Pub Nights and Wednesday Morning Coffee.
- You might notice a few different faces on our committee. Diane Brugger, Ron Plankeel, and Mary Gawle have left us, and will be missed, but we have added Diane Moore, Patti Sater, and Sharon Hendrix. We're sure they will have lots of new ideas, and we can hardly wait to start exploring exciting new things.
- At their last meeting, the Social committee was not willing to shoulder the expense by themselves for the suggested replacement speaker set below. This is not surprising due to their lack of income. I since spoke to Barb Parker and she said that, if strata would pay for half of the cost, they would be okay with covering the other half. That works out to about \$820 apiece, taxes included. This was tabled to the fall as neither the Social Committee or the Strata Corporation have currently available funds.

g) **ADMINISTRATION** – Nothing to report.

h) **PONDS AND FOUNTAINS – ASHLEY**

- Jack has added two female turtles to the pond, Thelma and Louise. They are already much loved by the community and "Scooter" the male turtle. I will be working on dividing and re-potting the aquatic plants. A big thank you again to Cherith & David for providing a second beautiful piece of driftwood to the turtles to sunbathe upon.
- The pump for the lower stream stopped working. Ashley took it in for repairs and a much overdue (first) servicing. It is now back and working. Thanks to Zenon, Murray, Ivan for helping. It was noted that purchasing a new pump would have cost around \$4300.00 while having this done by pump servicing and volunteer installation cost around \$1000.00

i) **EMERGENCY PREPAREDNESS – DOUG MCLEOD, Emergency Program Leader**

Council decided that Doug McLeod would be the direct liaison between the Committee and the Strata Council.

The Emergency Preparedness Committee expressed concerns about the forecasted heat wave and information posters are being put up. The Committee had asked whether or not apartment residents could sleep in the hallway and the answer is no. They would be permitted to sit in the hallways or lobbies but suite doors must be left closed otherwise we will overload the AC system. Residents are also welcome to sit in the various areas of the clubhouse. If available, residents can book guest suites but bookings are quite full.

j) **RV LOT – RON** – There is nothing to report.

k) **VOLUNTEERS** – There is nothing to report.

(8) NEW BUSINESS

- Windsor Project** – It was **MOVED/SECONDED** and **CARRIED** to engage Don Marsh at a cost of \$1500.00 to do the inspection of the work that will be done in the Windsor.
- Bookings for Guest Suites** – We are now accepting bookings for the guest suites.
- Memorial Benches** – Bob Hyde will be getting information on the costs of owner's wishing to pay for memorial benches and look into possible locations.
- Split AC Units** – There have been multiple requests approved for these installations.

- e) **Water Pressure in Townhouses** – Should be 70 PSI not higher. Higher pressures can cause significant damages to your appliances and toilets and you should see John for the pressure gauge and if your water pressure is too high, please arrange for a plumber to adjust or replace your PRV (pressure reducing valve).
- f) **Keep Your Doors Locked** – Thieves look for unlocked doors.
- g) **Volunteers for Cleaning during Interim Period** – Until we contract for a replacement janitorial firm, we are calling for volunteers to do the apartments and the clubhouse. Please see John.
- h) **Cleaning Quotes** – Anita discussed the cleaning quotes that have been received and, pending one additional quote, it was **MOVED/SECONDED** and **CARRIED** to accept one vendor's quotation.
- i) **Windsor – Leak Concerns** – Photos of an area of concern in the Windsor parkade were discussed and referred to John for further investigation.
- j) **Clubhouse Concerns from Cee** – Cee presented an extensive report on improvements and maintenance items in the clubhouse. Concerns about the spa will be followed up by the Strata Managers. Maintenance items will be addressed by John and Ivan.
- k) **FOB Reconciliation** – This is on hold until conditions are back to normal.
- l) **New Owners** – A discussion to prevent clubhouse access until new owner forms received was tabled while CrossRoads will look into streamlining the system.
- m) **User Group Requests** – As noted about in these minutes, Council has approved some user group requests. As we continue to re-open the clubhouse, we invite user groups to submit the user group request form that is attached to these minutes so that Council can allocate space fairly and with no conflicts.
- n) **Big Brothers Clothing Recycling** – A request to place a clothing recycling bin at Chelsea Gardens was discussed and turned down. Council believes that the current method of individual owners calling for donation pick-up from various charities is working well.
- o) **Retaining wall** – A quote for reconstruction of a retaining wall was tabled as Council asked the Strata Manager to obtain an additional quote.
- p) **Gazebo** – As approved by a Council email vote, the Gazebo restoration and upgrade by Morinventive has been completed.
- q) **Balcony deck** – It was **MOVED/SECONDED** and **CARRIED** to accept one vendor's quotation to resurface one balcony deck.

(9) ADJOURNMENT

The meeting was adjourned at 4:16 PM.

The next Council meeting is Tuesday, August 24, 2021 at 1:00 PM –it will be held in person in the Fireside Room

Balance Sheet (Accrual)
CHELSEA - Contingency - 02 - (lms1416c)
June 2021
AS OF THE 4TH MONTH ENDING JUNE 30, 2021

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07/26/2021
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Prepared For:
Strata Plan LMS 1416 - CRF

Prepared By:
Crossroads Management Ltd.
#1001 - 7445 132nd Street
Surrey, BC V3W 1J8
Phone: 778-578-4445,

ASSETS

1025-0000 Bank - Westminster - Contingency	553,757.13
1038-1249 WSCU GIC - 1.85% - Jul.26/21	305,550.00
1038-1260 WSCU GIC - 1.85% - Aug.22/21	509,250.00
1038-1261 WSCU GIC - 1.85% - Aug.22/21	509,250.00
1038-1264 WSCU GIC - 1.85% - Sep. 1/21	305,550.00
1106-0000 Insurance Claim Receivable	162,547.16
1109-0100 Due to CRF from Operating-Insurance	424,252.68

TOTAL ASSETS

2,770,156.97

LIABILITIES

2010-0000 Accounts Payable	2,326.80
2012-2500 Accrued Expenses	74,234.31

TOTAL LIABILITIES

76,561.11

OWNERS' EQUITY

3500-0000 Net Income - Prior Years	2,569,085.96
3510-0000 Net Income - Current Year	124,509.90

TOTAL OWNERS' EQUITY

2,693,595.86

TOTAL LIABILITIES AND EQUITY

2,770,156.97

Date: JUL 26/2021
Accountant: [Signature]
Property Manager: [Signature]

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Prepared By:
Crossroads Management Ltd.
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Surrey, BC V3W 1J8
Phone: 778-578-4445,

[illegible]

Balance Sheet (Accrual)
CHELSEA - Operations - 02 - (lms1416)
June 2021
AS OF THE 4TH MONTH ENDING JUNE 30, 2021

Page 1
07/26/2021
01:32 PM

Prepared For:
Strata Plan LMS1416
Surrey, BC

Surrey, BC

Prepared By:
Crossroads Management Ltd.
#1001 - 7445 132nd Street
Surrey, BC V3W 1J8
Phone: 778-578-4445,

ASSETS

1010-0000 Petty Cash	212.35
1013-0000 Bank Shares	5.00
1020-0000 Bank - Westminster - Chequing	52,272.66
1027-0000 Bank - Water Surcharge	65,433.97
1028-1300 Bank - Golf Tournament Funds	3,103.74
1029-0000 Bank - Apt Utilities	761.49
1030-0000 Bank - Exercise Room	1,212.65
1040-0000 Bank - Social Committee	5,735.39
1200-0000 Prepaid Insurance	424,252.68
1205-0000 Prepaid Expenses	2,074.30
1300-0000 Accounts Receivable	2,785.51

TOTAL ASSETS

557,849.74

LIABILITIES

2010-0000 Accounts Payable	85,975.09
2017-0000 Social Committee Fund	5,735.39
2018-0000 Exercise Room	1,212.65
2019-0000 Golf Tournament Fund	3,103.74
2035-0000 Security Deposits	300.00
2040-0000 Due to Contingency	966.00
2040-0003 Due to Contingency-Insurance	424,252.68
2170-0000 Vacation Payable	3,863.37
2250-0000 Pre-Paid Fees	1,068.87

TOTAL LIABILITIES

526,477.79

OWNERS' EQUITY

INSURANCE LEVY

3400-0148 Insurance Levy Income	249,999.96
3400-0149 Insurance Levy Expenses	-249,999.96

3500-0000 Net Income - Prior Years	46,715.10
3510-0000 Net Income - Current Year	-9,757.65
3510-2000 Net Income - Utilities	-9,618.08
3510-3000 Net Income - Water & Sewer	4,032.58

TOTAL OWNERS' EQUITY

31,371.95

TOTAL LIABILITIES AND EQUITY

557,849.74

Date: JUL 26/2021
Accountant: [Signature]
Property Manager: [Signature]

Budget Comparison (Accrual)
CHELSEA - Operations - 02 - (lms1416)
June 2021
AS OF THE 4TH MONTH ENDING JUNE 30, 2021

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Prepared For:
Strata Plan LMS1416
Surrey, BC

Surrey, BC

Prepared By:
Crossroads Management Ltd.
#1001 - 7445 132nd Street
Surrey, BC V3W 1J8
Phone: 778-578-4445,

	MTD Actual	MTD Budget	\$ Var.	% Var.	YTD Actual	YTD Budget	\$ Var.	% Var.	Annual
INCOME									
4010-0000 Strata Fees	58,522.30	58,522.17	0.13	0.00	234,090.28	234,088.68	1.60	0.00	702,266.00
4012-0000 CRF Strata Fees - Apart	-14,024.50	-14,024.50	0.00	0.00	-56,098.00	-56,098.00	0.00	0.00	-168,294.00
4015-0000 Parking & Scooter Parki	487.00	458.33	28.67	6.26	1,923.00	1,833.32	89.68	4.89	5,500.00
4015-0100 EV Charging	60.00	0.00	60.00	0	60.00	0.00	60.00	0	0.00
4021-0000 Miscellaneous	0.20	0.00	0.20	0	0.20	0.00	0.20	0	0.00
4022-0000 Move in/out	300.00	66.67	233.33	349.9	1,000.00	266.68	733.32	274.9	800.00
4025-0000 Prior Year Surplus (Defic	1,474.75	1,474.75	0.00	0.00	5,899.00	5,899.00	0.00	0.00	17,697.00
TOTAL	46,819.75	46,497.42	322.33	0.69	186,874.48	185,989.68	884.80	0.48	557,969.00
4030-0000 Strata Fees	107,362.00	107,362.00	0.00	0.00	429,448.00	429,448.00	0.00	0.00	1,288,344.00
4032-0000 CRF Strata Fees - Town	-30,511.83	-30,511.83	0.00	0.00	-122,047.32	-122,047.32	0.00	0.00	-366,142.00
4037-0000 Prior Year Surplus	3,067.75	3,067.75	0.00	0.00	12,271.00	12,271.00	0.00	0.00	36,813.00
TOTAL	79,917.92	79,917.92	0.00	0.00	319,671.68	319,671.68	0.00	0.00	959,015.00
OTHER									
4040-0000 Rental - Fireside Lounge	0.00	41.67	-41.67	-100.0	0.00	166.68	-166.68	-100.0	500.00
4045-0000 Rental - Caretaker Suite	600.00	600.00	0.00	0.00	2,400.00	2,400.00	0.00	0.00	7,200.00
4050-0000 Rental - Guest Suites	0.00	333.33	-333.33	-100.0	40.00	1,333.32	-1,293.32	-97.00	4,000.00
4055-0000 R.V. Parking	720.00	733.33	-13.33	-1.82	2,870.00	2,933.32	-63.32	-2.16	8,800.00
4059-0000 EV Charging	-30.00	0.00	-30.00	0	0.00	0.00	0.00	0	0.00
4061-0000 Bylaw Fines	100.00	0.00	100.00	0	250.00	0.00	250.00	0	0.00
4065-0000 Interest Income	60.64	58.33	2.31	3.96	816.93	233.32	583.61	250.1	700.00
4066-0000 Remote Control Sale	0.00	125.00	-125.00	-100.0	410.00	500.00	-90.00	-18.00	1,500.00
4084-0000 Keys	0.00	0.00	0.00	0	20.00	0.00	20.00	0	0.00
TOTAL OTHER	1,450.64	1,891.66	-441.02	-23.31	6,806.93	7,566.64	-759.71	-10.04	22,700.00
TOTAL INCOME	128,188.31	128,307.00	-118.69	-0.09	513,353.09	513,228.00	125.09	0.02	1,539,684.00
6030-0000 Apt Janitor/Contract Ser	1,650.00	1,700.00	50.00	2.94	6,600.00	6,800.00	200.00	2.94	20,400.00
6208-0000 Building Maint. - Apartm	856.78	3,333.33	2,476.55	74.30	4,910.46	13,333.32	8,422.86	63.17	40,000.00
6215-0000 Equipment Maint.-Apart	13,499.85	5,167.50	-8,332.35	-161.2	46,486.34	20,670.00	-25,816.34	-124.9	62,010.00
6268-0050 Elevator Maint. - Apartm	1,667.84	1,458.33	-209.51	-14.37	5,815.46	5,833.32	17.86	0.31	17,500.00
6275-0000 Gate & Door Maint. - Ap	0.00	500.00	500.00	100.0	1,479.94	2,000.00	520.06	26.00	6,000.00
6279-0000 Garbage Pick-up - Apts.	2,849.86	2,175.00	-674.86	-31.03	7,005.09	8,700.00	1,694.91	19.48	26,100.00
TOTAL EXPS. BEFORE UTILITIES	20,524.33	14,334.16	-6,190.17	-43.18	72,297.29	57,336.64	-14,960.65	-26.09	172,010.00
TOWNHOUSE EXPENSES									
6315-0000 Building Maint. - Townho	1,784.26	4,834.92	3,050.66	63.10	21,237.20	19,339.68	-1,897.52	-9.81	58,019.00
6320-0000 Garbage Pick-up - Town	7,921.23	5,108.33	-2,812.90	-55.06	22,068.66	20,433.32	-1,635.34	-8.00	61,300.00
TOTAL OPERATING EXPS. - T.H.	9,705.49	9,943.25	237.76	2.39	43,305.86	39,773.00	-3,532.86	-8.88	119,319.00
COMMON EXPENSES									
LANDSCAPING & GROUNDS									
6415-0000 Landscape Contract	11,838.75	12,070.00	231.25	1.92	47,355.00	48,280.00	925.00	1.92	144,840.00
6425-0000 Drainage Repair & Maint	1,149.75	1,250.00	100.25	8.02	5,544.00	5,000.00	-544.00	-10.88	15,000.00
6435-0000 Plant Replacement & Im	3,543.75	1,250.00	-2,293.75	-183.5	6,483.47	5,000.00	-1,483.47	-29.67	15,000.00
6440-0000 Irrigation System	180.17	333.33	153.16	45.95	515.73	1,333.32	817.59	61.32	4,000.00
6455-0000 Snow Removal	0.00	833.33	833.33	100.0	0.00	3,333.32	3,333.32	100.0	10,000.00
TOTAL LANDS. & GROUNDS	16,712.42	15,736.66	-975.76	-6.20	59,898.20	62,946.64	3,048.44	4.84	188,840.00
REPAIR & MAINTENANCE- GENER									
6510-0000 Repair & Maintenance	1,821.09	1,583.33	-237.76	-15.02	5,252.02	6,333.32	1,081.30	17.07	19,000.00
6515-0000 Equipment Rep. & Maint	1,827.00	1,333.33	-493.67	-37.03	9,058.02	5,333.32	-3,724.70	-69.84	16,000.00
6520-0000 Supplies Equipment - Co	73.17	466.67	393.50	84.32	137.70	1,866.68	1,728.98	92.62	5,600.00
6525-0000 Supplies Maintenance-C	129.38	375.00	245.62	65.50	777.40	1,500.00	722.60	48.17	4,500.00
6530-0000 Supplies Cleaning - Com	0.00	41.67	41.67	100.0	43.12	166.68	123.56	74.13	500.00
6535-0000 Enterphone and Security	211.41	791.67	580.26	73.30	2,144.57	3,166.68	1,022.11	32.28	9,500.00
6560-0000 Gate Repair & Maint. - C	0.00	250.00	250.00	100.0	322.02	1,000.00	677.98	67.80	3,000.00

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AS OF THE 4TH MONTH ENDING JUNE 30, 2021

REVENUE UTILITIES

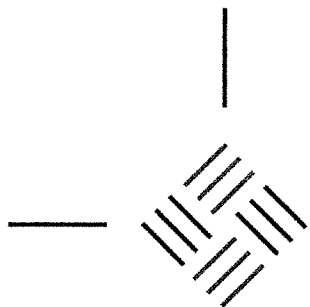
Budget Comparison (Accrual)
CHELSEA - Operations - 02 - (lms1416)

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June 2021

AS OF THE 4TH MONTH ENDING JUNE 30, 2021

	MTD Actual	MTD Budget	\$ Var.	% Var.	YTD Actual	YTD Budget	\$ Var.	% Var.	Annual
Revenue - Apartment Utilities									
9260-0000 Utilities Income - Apts.	12,768.08	12,768.08	0.00	0.00	51,072.32	51,072.32	0.00	0.00	153,217.00
9262-0000 Utilities Interest Income	9.12	0.00	9.12	0	23.31	0.00	23.31	0	0.00
9264-0000 Prior Year Surplus (Defic	0.00	0.00	0.00	0	-5,101.46	-5,101.00	-0.46	-0.01	-5,101.00
Total Apartment Utilities	12,777.20	12,768.08	9.12	0.07	45,994.17	45,971.32	22.85	0.05	148,116.00
UTILITY EXPENSES									
Hydro - Apartments									
9360-0000 Electricity Kens & Mayfai	2,549.00	2,500.00	-49.00	-1.96	10,059.96	10,000.00	-59.96	-0.60	30,000.00
9365-0000 Electricity Windsor	1,633.00	1,691.67	58.67	3.47	6,448.83	6,766.68	317.85	4.70	20,300.00
Total Electricity - Apart.	4,182.00	4,191.67	9.67	0.23	16,508.79	16,766.68	257.89	1.54	50,300.00
Gas - Apartments									
9410-0000 Gas - Mayfair	1,278.09	1,716.67	438.58	25.55	7,706.15	6,866.68	-839.47	-12.23	20,600.00
9420-0000 Gas - Kensington	2,537.77	3,226.33	688.56	21.34	15,865.09	12,905.32	-2,959.77	-22.93	38,716.00
9430-0000 Gas - Windsor	2,381.71	3,208.33	826.62	25.76	15,532.22	12,833.32	-2,698.90	-21.03	38,500.00
Total Gas - Apartment	6,197.57	8,151.33	1,953.76	23.97	39,103.46	32,605.32	-6,498.14	-19.93	97,816.00
TOTAL UTILITIES - APARTMENT	10,379.57	12,343.00	1,963.43	15.91	55,612.25	49,372.00	-6,240.25	-12.64	148,116.00
NET INCOME (LOSS) UTILITIES	2,397.63	425.08	1,972.55	464.0	-9,618.08	-3,400.68	-6,217.40	-182.8	0.00
REVENUE - WATER INCOME									
9650-0000 Water - Apartments	5,564.83	5,564.83	0.00	0.00	22,259.32	22,259.32	0.00	0.00	66,778.00
9700-0000 Water - Townhouses	8,138.50	8,138.50	0.00	0.00	32,554.00	32,554.00	0.00	0.00	97,662.00
9725-0000 Water - Interest Income	51.05	0.00	51.05	0	192.08	0.00	192.08	0	0.00
9745-0000 Prior Year Surplus (Defic	0.00	0.00	0.00	0	10,428.57	10,429.00	-0.43	0.00	10,429.00
TOTAL WATER INCOME	13,754.38	13,703.33	51.05	0.37	65,433.97	65,242.32	191.65	0.29	174,869.00
WATER EXPENSE									
9850-0000 Water Usage	17,684.13	14,572.42	-3,111.71	-21.35	61,401.39	58,289.68	-3,111.71	-5.34	174,869.00
TOTAL WATER	17,684.13	14,572.42	-3,111.71	-21.35	61,401.39	58,289.68	-3,111.71	-5.34	174,869.00
NET INCOME (LOSS) WATER	-3,929.75	-869.09	-3,060.66	-352.1	4,032.58	6,952.64	-2,920.06	-42.00	0.00



CrossRoads Management Ltd.

REQUEST FOR 2021 - 2022 CLUBHOUSE USE – CLUBS/GROUPS

The Strata Council will, in September, be allocating various clubhouse locations for use by Chelsea Gardens user groups for the calendar year of 2021 - 2022. These locations include the library, the Fireside room, swimming pool and upper card room. Requests for space allocation are to be submitted by September 13, 2021 so that the Strata Council can examine any conflicts between the user groups. The Strata Council will attempt to honour existing user group requests but does reserve the right to limit times and/or frequency should conflicts occur.

Please fill out the information below and submit to the Strata Manager's mailbox in the clubhouse mailroom by September 13, 2021.

CLUB/GROUP NAME: _____

CONTACT PERSON: _____ **PHONE:** _____

AVERAGE # OF PARTICIPANTS: _____ **EMAIL OF CONTACT:** _____

SPACE REQUESTED: _____

SECOND CHOICE OF SPACE: _____

DAY OF WEEK REQUESTED: _____ **START TIME:** _____ **END TIME:** _____

FREQUENCY: DAILY _____ WEEKLY _____ TWICE MONTHLY _____ MONTHLY _____

MONTHS REQUESTED (CIRCLE): JAN FEB MAR APR MAY JUN JUL AUG SEPT OCT NOV DEC

2ND CHOICE OF DAY: _____ **3RD CHOICE OF DAY:** _____

2ND CHOICE OF TIMES: _____ **3RD CHOICE OF TIMES:** _____

PLEASE ADD ANY OTHER PERTINENT INFORMATION ON THE BACK OF THIS FORM